

Blue - Region Copy Pink - SMO Copy White - Lab Copy for Return to SMO Yellow - Lab Copy

1. Organic Sample Collection Requirements

WATER SAMPLES	REQUIRED VOLUME	CONTAINER TYPE
EXTRACTABLE ANALYSIS (LOW LEVEL)	1 GALLON	1 x 4-LITER AMBER GLASS BOTTLES OR 2 x 80-OZ. AMBER GLASS BOTTLES OR 4 x 1-LITER AMBER GLASS BOTTLES
EXTRACTABLE ANALYSIS (MEDIUM LEVEL*)	1 GALLON	4 x 32-OZ. WIDE-MOUTH GLASS JARS
VOLATILE ANALYSIS (LOW OR MEDIUM LEVEL*)	80 ML	2 x 40-ML GLASS VIALS

SOIL/SEDIMENT SAMPLES	REQUIRED VOLUME	CONTAINER TYPE
EXTRACTABLE ANALYSIS (LOW OR MEDIUM LEVEL*)	6 OZ.	1 x 8-OZ. WIDE-MOUTH GLASS JAR OR 2 x 4-OZ. WIDE-MOUTH GLASS JARS
VOLATILE ANALYSIS (LOW OR MEDIUM LEVEL*)	240 ML	2 x 120-ML WIDE-MOUTH GLASS VIALS†

†SOIL VOA VIALS UNDER STUDY, SUBJECT TO CHANGE. CHECK TO ENSURE PROPER SEALING.

HIGH CONCENTRATION SAMPLE COLLECTION REQUIREMENTS

LIQUID OR SOLID SAMPLES	REQUIRED VOLUME	CONTAINER TYPE
EXTRACTABLE AND VOLATILE ANALYSIS	6 OZ.	1 x 8-OZ. WIDE-MOUTH GLASS JAR

*ALL MEDIUM AND HIGH LEVEL SAMPLES TO BE SEALED IN METAL CAN FOR SHIPMENT



- Aqueous samples require one triple-volume sample per twenty for Matrix Spike/Matrix Spike Duplicate.
- Oily samples must be analyzed under the Special Analytical Services (SAS) program.
- Special Analytical Services (SAS) parameters may require extra volume; consult specified SAS methods for requirements.

2. Cooler and Sample Documentation

- Complete all sections of the Traffic Report—Press firmly with a ball-point pen to ensure that carbon copies are legible.
- Complete a Chain-of-Custody for every shipment of samples.
- Seal the Chain-of-Custody and the two sets of laboratory Traffic Report copies in a plastic bag. Include a return address for the cooler. Tape bag under cooler lid.
- Overlap the lid and bottle of each sample container with custody seals.
- Seal each container in a plastic bag.
- Pack medium and high concentration samples in metal cans.
- Cool low waters to 4° C. Cooling of low soils is optional. Do not cool medium or high concentration waters and soils.
- Separate and surround cooler contents with vermiculite or equivalent packaging.
- Seal the cooler, overlapping the lid and body with custody seals.
- Send SMO the pink copy of the Traffic Report within 5 days.

3. Sample Shipment Reporting

- PHONE IN ALL SHIPMENTS IMMEDIATELY TO SMO (or to RSCC, if instructed)

Required Information:

Case (and/or SAS) Number
Date shipped
Number of samples by concentration and matrix
Carrier and airbill number
Next planned shipment

Leave your name and a number where you can be reached.

- Information for SATURDAY DELIVERIES must be phoned in by 3:00 p.m. (Eastern) the preceding FRIDAY.
- Report any delays or changes of scope (i.e., changes in number of samples to be collected, matrix changes, etc.)
- CALL IF YOU HAVE ANY QUESTIONS.

USEPA Contract Laboratory Program
Sample Management Office
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